



FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME FOR COTGRAVE TOWN COUNCIL

**Reviewed : 17th May 2023 (Minute No: 0034)
Reviewed: 19th January 2026 (Minute No: 1796)**

Information Commissioner's Office (ICO) Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - To review and update on a regular basis the information the authority makes available under this scheme.
 - To produce a schedule of any fees charged for access to information which is made proactively available.
 - To make this publication scheme available to the public.
 - To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public Model publication scheme Version 1.2 20151023 1 Model publication scheme authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of Freedom of Information Act.

General Information:-

Authority : Cotgrave Town Council
 Suite F, Cotgrave Business Hub
 Candleby Lane
 Cotgrave
 Nottingham
 NG12 3US

Telephone: 0115 9893876
 Email: clerk@cotgrave-tc.gov.uk
 Website: www.cotgrave-tc.gov.uk

Responsible Officer : Mrs Julie Stephenson (Town Clerk)

Information available from Cotgrave Town Council under the Freedom of Information Act model publication scheme.

Information can be obtained by applying to the Town Council Office in writing, by telephone, email or in person.	The Town Council Office is open: Monday to Thursday 9.00am to 5pm Friday 9.00am to 2.30pm
INFORMATION TO BE PUBLISHED	METHOD OF PUBLICATION
Parish Councillors & Committees	
A list of all current councillors and their contact details.	Available on the Town Council website and on Council Notice Boards.
Timetable of Town Council meetings	Available from the Town Council Office and on Council Notice Boards.
Council Internal Practice and Procedures	
Minutes of Council	Town Council minutes are published on the council website. Minutes can be inspected at the Town Council Office or copies obtained at the set sale of charges.
Agendas and tabled supporting papers	Agendas are posted onto the council website and on Council Notice Boards. Supporting papers can be inspected at the Town Council Office.
Procedural Standing Orders	Available on the Town Council Website. Can also be inspected at the Town Council Office.

<p>Chairman's Annual Report at the Annual Town Meeting</p>	<p>Available on the Town Council Website and can be inspected in the Town Council Office.</p>
<p style="text-align: center;">Code of Conduct</p>	
<p>Members Declaration of Acceptance of Office Members Register of Interests</p>	<p>Can be viewed at the Town Council Office. Are available to view on the Town Council Website.</p>
<p style="text-align: center;">Employment Practice and Procedure</p>	
<p>Terms and conditions of Employment Job Descriptions Staffing Structure</p>	
<p>Planning Documents</p>	
<p>Summary lists of planning application</p>	<p>Are included on Council Agendas. These can also be viewed on the Rushcliffe Borough Council website Planning Portal.</p>
<p style="text-align: center;">Audit and Accounts</p>	
<p>Annual Return form.</p>	<p>Can be inspected on the Council website and at the Town Council Office.</p>
<p>Annual statutory report by auditor (internal and external).</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Annual Precept request</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Income and Expenditure, bank statements for all accounts.</p>	<p>Can be inspected at the Town Council Office.</p>
<p>VAT Records.</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Note: Above limited to the last financial year.</p>	
<p>Financial Regulations</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Risk Assessments</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Register of members allowances</p>	<p>Can be inspected at the Town Council Office.</p>
<p><u>Data Protection:</u> General Privacy Policy, Privacy Notice, Retention of Document and Records Management Policy, Data Breach Policy.</p>	<p>Can be inspected at the Town Council Office.</p>
<p style="text-align: center;">Services</p>	
<p><u>Allotments:</u> Relating to Burhill, Forest Close and Hollygate Lane Allotments.</p>	<p>Can be inspected at the Town Council Office.</p>

Standard Terms and Conditions of Tenancy.	Can be inspected at the Town Council Office.;
Charges	Can be inspected at the Town Council Office and also on the Town Council Website.
<u>Recreational facilities:</u> Relating to sports pavilions, football pitches suited at the Arthur Ridley Sports ground and Madisson Football pitch	
Hire charges, terms, and condition of hire	Can be inspected at the Town Council Office.
<u>Children's Play Areas:</u> relating to The Green, Ringleas, Broadmeer, Grassmere, MUGA	
Inspection Reports	Can be inspected at the Town Council Office

Exempt materials

- Personal information relating to Councillors (other than required to be declared in Register of Interests)
- Personal information relating to employees.
- Tenders and bids from contractors and suppliers.

Note: Data Protection legislation prohibits the publication of certain categories of information.

Schedule of Charges

- Information can be inspected at the Town Council Office free of charge.
- Where appropriate, information can be transmitted electronically free of charge
- Information that can be photocopied without breaching copyright laws can be copied on the Town Council's photocopier at the following cost:-
 - A4 single black and white copies @ 6p per copy
 - A4 single colour copies @ 30p per copy
- Information sent by Royal Mail will be charged at cost in accordance with the Royal Mail's charges.

Note: Under Data Protection legislation, the Council is required regularly to review the information that it keeps and to destroy what which does not form part of its official records. Residents wishing to inspect information are, therefore requested to contact the Town Council Office to ensure that the information they require is still available